



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

AGENCY MONTHLY RENTAL CONTRACT
(Make _____/Model _____)

POLICY

Agency Monthly Rental vehicles are for official business use for the "County Name/Region" County Department of Family and Children Services only. **Personal use of any kind is strictly prohibited.**

Only state employees for the "County Name/Region" County Department of Family and Children Services are allowed to operate these vehicles.

When the agency's monthly rental vehicle is not available, individual rentals are to be used if this would be the most cost effective means of travel.

Agency monthly rental vehicles are to be used for daily use, not overnight trainings, meetings, etc. To prevent the agency monthly vehicles from being tied up in multi-day travel, employees doing overnight travel will have to rent an individual vehicle if cost comparison form shows that the Enterprise rental is the most cost effective means of transportation. **Employees should not take the rental vehicle home unless they have to leave early the next day for a day training/meeting/conference.**

Agency Monthly Rental vehicles are not for a single employee's use on a daily basis, refer to the Individual Monthly Rental Contract.

Gas Cards issued by Enterprise are for use only in the agency monthly rental vehicles. Each vehicle should be assigned one gas card. The gas card should always remain with the keys to the appropriate vehicle it is assigned to.

Enterprise gas cards **cannot** be used for fuel for any other vehicle other than the Agency's monthly rental to which the gas card is **assigned** and **cannot** be used for any other types of purchases.

The **employee** operating the vehicle is responsible for any parking and traffic violations.

The **employee** is responsible for ensuring all occupants wear their safety belts when the vehicle is in operation.

The **employee** is responsible for ensuring that all children, if required, are in their car seats or booster seats. It is the employee's responsibility for placing these devices in the vehicle and removing them at the end of the day.

If at all possible, employees should carpool using the agency's rental vehicle, if available, when attending local meetings, trainings, or conferences.

Food and beverage should not be consumed in the agency rental vehicle. The vehicle should be returned the way you found it.

All accidents or damages to the vehicle must be reported to the Rental Car Custodian, the Enterprise location from where the car was rented and Risk Management (1-877-656-7475) immediately. A police report should be completed and submitted to the Rental Car Custodian to submit to Enterprise.

Absolutely no smoking is allowed in the agency rental vehicles.

The agency is not responsible for items misplaced, lost, or stolen when left in the agency's rental vehicle.

The state insurance information must remain in the vehicle at all times.

PROCEDURES

The county must contact DFCS Travel Waiver Unit to request an Agency Monthly Rental Vehicle or additional vehicles. The county's travel usage over the last 3 months will be reviewed to determine if a monthly is deemed cost effective.

DFCS Travel Waiver Unit will allow no more than 3 vehicles initially to ensure cost effectiveness for DFCS.

Vehicles will be maintained on site for the explicit purpose of traveling on business for the agency. This option should always be explored first in order to save as much County/Region's travel budget as possible. The logs will be reviewed quarterly, and if it is determined that the county is maintaining too many vehicles on premise, DFCS Travel Waiver Unit will notify the county that the vehicle(s) needs to be turned back in to Enterprise. Enterprise will be notified to deactivate the fuel cards.

Based on current cost of gas, the following miles will be used to determine the cost effectiveness of the monthly rental vehicle.

Compact	1450 miles per month, vehicle cost 680.48, average 30 miles per gallon
Intermediate	1700 miles per month, vehicle cost 795.59, average 28 miles per gallon
Full-Size	1850 miles per month, vehicle cost 857.65, average 26 miles per gallon

Determine whose name the Agency Monthly Rental vehicles will be assigned to, such as the DFCS Director or SS Administrator.

Each Department of Family and Children Services office will assign an employee as the Rental Vehicle Custodian with the responsibility of scheduling the vehicle for use, maintaining the keys, inspecting the vehicle for damages, obtaining gas receipts for all agency monthly rental vehicles, and submitting all paperwork to Regional Accounting at month-end for processing.

Requests to use the Agency Monthly Rental Vehicle(s) are to be made via email or the county's developed method of tracking to ensure that the employees did their due diligence to ensure the use of the rental vehicle. The Custodian will maintain a file of the emails or a tracking log (calendar) where requests to use the vehicle were made for auditing purposes.

NOTE: If more than one employee requests to use the Agency's Monthly Rental vehicle for the day, a determination should be made as to which employee's travel needs will provide the most savings for the region's budget.

If the agency monthly rental vehicle is not available, the custodian will notify the requestor via email.

If the need should arise for an unplanned trip, the employee must first check on the availability of the Agency's monthly rental vehicle.

Custodian will need to ensure that the Agency Monthly Rental vehicle log is completed with all of the required information after each use.

NOTE: Set up one clipboard per Agency Monthly Rental vehicle and include the State Insurance Card, Gas Card, an Envelope for Gas Receipts, Monthly Rental Vehicle Log, and keys. This ensures that all required paperwork for the Agency's monthly rental vehicle stays together for easy processing at month-end.

The Agency's Monthly Rental Vehicle Custodian will arrange a time with the employee to pick up the keys, gas card, and monthly log.

It is the employee's responsibility to verify and log the beginning odometer reading (Column E) checking to ensure that it matches the ending odometer that was recorded by the employee who used the vehicle last. Any discrepancies are noted, and should be reported to the Rental Vehicle Custodian immediately.

Upon completion of travel, the employee is responsible for recording the ending odometer reading (Column F) before returning the keys, gas card, and monthly log to the Rental Vehicle Custodian.

The employee is also responsible for completing Columns H and I. Note that if gas is purchased using the Enterprise Gas Card, the ORIGINAL receipts must be remitted (or placed in the envelope that is attached to the clipboard).

The Agency's Rental Vehicle Custodian will complete Column G upon receipt of the keys, gas card (if applicable) and monthly log.

At the end of each month, but no later than the 5th of the following month, the monthly log along with the gas receipts, attached, are submitted to Regional Accounting for reconciliation and processing.

If received in excess of 60 days after the month in which travel occurred, Enterprise will be notified to pick up the Agency Monthly Rental vehicle and the gas cards will be deactivated.

(Dates/How Long-max 3 months) From:_____ To:_____

Type of Car being requested, if bigger than Full Size, need explanation and an approval email from your District Manager

County Director's Signature

Regional Director's Signature

DFCS Travel Waiver Unit Signature